

5 APR 1961

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)

DD/R # 7/7-62

SUBJECT : Two Items in the Inspector General's Survey
REFERENCE : The Inspector General's Survey of the Office of
Security, dated December, 1960

1. Two of the recommendations in reference which pertain to your
Offices are as follows:

- 17a "The Inspector General recommends that the DD/S relieve
the Director of Security of the responsibility for un-
listed telephone review and approval and issue an Agency
notice vesting such responsibility in those operating
officials who have a need for unlisted telephone service
with the DD/S personally giving final approval; and,
- 17b The DD/S designate the Office of Logistics as the office
of record for unlisted telephones."
- 37a "The Inspector General recommends that the DD/P assume
responsibility for controlling the number of post office
boxes rented by the Agency and that he explore the feasi-
bility of allotting maximum numbers of boxes to operating
officials to promote their more efficient use."

I //

2. The present responsibility for the review and approval of un-
listed telephones rests with the Office of Security. The Office of
Logistics budgets for them and is the office of record. As you know,
I feel that in view of the costs - (in the new building the cost of
each of these telephones will be increased by \$360 a year) -, a firm
justification for each of these telephones is mandatory, and, further,
that we ought to cut down on the present number if at all possible. It
is also important to keep in mind that from the security viewpoint,
conversations over these telephones are not secure and that the chief
advantage of the telephones lies in the anonymity they provide for calls
from outside contacts. To assure myself that appropriate attention is
given this matter, and to relieve the Office of Security of a review
function which is basically invalid, I should like to change the present
procedure and request that you designate a single senior individual in
your component to give final approval of these telephones. Such an
individual should also review all unlisted telephones on an annual basis

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and determine those for which there is a continuing need. Requests for these telephones after approval by your representative would be submitted directly to the Telephone Section, Office of Logistics, and that Office, in turn, would submit an annual report to me for review. ?

II

3. In the matter of post office boxes, the Office of Security is presently responsible for procuring and servicing the boxes as required by operating officials. Because the number of boxes used each year has increased, posing security and support problems for the Office of Security, and because the Post Office is finding it more difficult to meet Agency demands and still serve its regular customers, I should like to recommend a control mechanism within each major component for the use of these boxes. Here too I should like to ask that a single senior official be appointed to approve all requests for these boxes, review annually those which are in use, and submit requests directly to the Office of Security for procurement and servicing. Conferences between such officials and representatives from the Office of Security could then be arranged for the purpose of arriving at a reasonable quota for each operating area. //

4. I would appreciate your concurrence or comment at your earliest convenience.

L. E. White
Deputy Director
(Support)

CONCURRENCES:

/s/
Richard M. Bissell, Jr.
Deputy Director (Plans)

/s/ 24 Apr '61
Date

/s/
Robert L. Ingham, Jr.
Deputy Director (Intelligence)

/s/ 26 Apr '61
Date

cc: Director of Security
Director of Logistics